HOMEMAKER SERVICES (HSQ)

1 *General Description:*
2 Homemaker Services (HSQ) provides an hourly one-on-one service needed to maintain the person's
3 home in a clean, sanitary, and safe environment. Services include general household activities such
4 as meal preparation and routine household care provided by a trained homemaker, when the
5 individual regularly responsible for those activities is temporarily absent or if the person is unable to
6 manage the home and care for him or herself or other in the home. HSQ is not a skills training
7 service.
8
9 HSQ may be provided under Agency-Based Services.
10
11 **Limitations:**
12 HSQ may be provided only in the case where no other relative, caregiver, landlord,
13 community/volunteer agency, or third-party payer is capable of or responsible for this provision.
14 Persons receiving services billed under the COM, ELS, PPS, HHS, RHS, SLA, SLH and SLN service
15 codes may not simultaneously receive services billed under the HSQ code.
16
17 *Population Served:*
18 The Contractor will serve people currently receiving services from DHS/DSPD with mental retardation
19 and related conditions, and acquired brain injury, as defined in Utah Administrative Code R539-1.
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21 *Contractor's Qualifications:*
22 Contractor must have all applicable licenses as prescribed in Utah Administrative Code R501
23 http://rules.utah.gov/publicat/code/r501/r501.htm to operate and provide the particular type of services
24 being offered and comply with insurance requirements and any local ordinances or permits. A non-
25 licensed contractor must be certified by DHS/DSPD as an authorized provider of services to persons with
26 disabilities in accordance with Utah Code § 62A-5-103.
27 http://www.le.state.ut.us/~code/TITLE62A/62A05.htm
28
29 Contractor must be enrolled as an approved Medicaid Provider with the Utah Department of Health and
30 agree to allow DHS/DSPD to bill Medicaid on its behalf for covered Medicaid services included in the
31 rate paid by DHS/DSPD to the Contractor. Contractor must also agree to participate in any DHS/DSPD
32 provided Medicaid training.
33
34 *Administrative Requirements*
35 A.   Policies and Procedures: Contractor shall have established policies and procedures, a copy of
36   which shall be maintained and readily accessible at each program site (client's home). These
37   policies and procedures shall:
38   1.   Demonstrate the development and posting of an evacuation plan in each program site,
39   quarterly training on evacuation procedures and documentation of quarterly evacuation
40   drills.
41   2.   Govern the handling, storage, disposal and theft prevention of medication
42
43 *Staff Qualifications:*
44 All staff must demonstrate competency (in the services covered by the contract), as determined by the
45 Contractor, in addition all applicable education, and training must be completed before the delivery of any
46 supports to persons and performing any work for persons without supervision.
47
48 The Contractor must ensure that Chore staff are trained in the Staff Training Requirements as outlined in
49 applicable Home and Community Based Waiver, rule, statute, and contract.
50

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51 Staff must pass a Bureau of Criminal Identification (BCI) background check through the DHS, Office
52 of Licensing and have a record of the BCI results in the staff record.
53 http://rules.utah.gov/publicat/code/r501/r501-14.htm
54
55 All staff providing this service must be at least 18 years of age.
56
57 ***Staff Training Requirements:***
58 The contractor and staff must meet the following:
59   1. Employees providing homemaker services must be capable of physically completing all
60   required tasks.
61   2. Maintain a clean, sanitary and safe living environment in the person's home.
62
63 ***Staff Support:***
64 Actual type, frequency and duration of support will be defined in the client's Individual Support Plan
65 Action Plan (ISP/AP) based on the client's assessed needs.
66
67 ***Rate:***
68 HSQ is an hourly, one-on-one service.
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